

**BOARD OF ELECTIONS FOR NEW CASTLE COUNTY**  
**Carvel State Office Building**  
**820 N French Street**  
**Wilmington, Delaware 19801**

**MINUTES FROM BOARD MEETING JANUARY 11, 2005`**

**Members Present:**

Mr. Sterling, Mr. Lanouette, Mr. Krzyzanowski, Ms. Parks, Mr. Baker, Ms. Whittington, Mrs. Dudlek

Mrs. Manlove, Administrative Director  
Mr. Sholl, Deputy Administrative Director  
Mrs. Rodgers

1. In the absence of Mr. Foraker, President, and Mr. Austin, Secretary, Mr. Sterling nominated Mr. Baker to be Acting President. The motion was seconded by Mrs. Dudlek and passed unanimously. Mr. Baker then called the meeting to order. Roll call was recorded.
2. Minutes of the Board Meeting of December 7 were accepted as presented.
3. Mrs. Manlove reviewed the Financial Report for the previous month which reflected most of the expenses from the General Election
4. Corrections to voter records:
  - Mrs. Whittington moved that the 154 names on the "Moved from State" list dated January 11, 2005, be removed from the voter rolls. Mr. Sterling seconded the motion. Passed unanimously.
  - Ms. Parks moved that the 676 names identified by the Commissioner's Program be removed from the voter rolls. Mr. Lanouette seconded the motion. Passed unanimously.
  - Mrs. Dudlek moved that 3 names be removed from the voter records as personally requested. Ms. Parks seconded the motion. Passed unanimously.
  - Mr. Sterling moved that the 12 requested birthdate changes be made. Mrs. Whittington seconded the motion. Passed unanimously.
5. Mrs. Manlove reviewed the slight decrease in Voter Registration figures as well as the voters on the Deceased List who were removed from the rolls.
6. Mrs. Manlove reviewed the upcoming elections: DE Correctional Officers Assn., Middletown, possible UAW, Odessa, Delaware City, New Castle, Newark, Elsmere, Townsend, and School Board Elections.
7. Mrs. Manlove had nothing new to report on voting machine upgrade.
8. The Department is preparing the State's response to the EAC Survey on Military and Overseas Voters. Mr. Sholl is participating in the Election Center's 2004 Election Task Force. The second meeting is in February.

9. Mrs. Manlove shared information regarding updating records following the 2004 Election. To date, 2,081 records have been entered into partial registration and another 1,000 records are expected to be entered

10. Mrs. Manlove and Mr. Sholl discussed with the Board some issues and ideas that they will be discussing for the future:

- Department's Telephone System
- Voter ID requirements
- Voter confusion over Polling Places
- Counting Absentee Ballots at Polling Places.
- Districting errors.
- Need more voting machines
- Too many court orders
- More robust funding for General and Primary Elections
- Automatic Recount – standards and process
- Polling Place signage
- Polling Place management
- Laptops with Voter Registration and Polling Place lookup capabilities
- Polling place cards mailed before each General Election
- Training – how we do it, etc.
- Operating Procedures
- Accessible Polling Places
- Data collection for surveys

11. Mrs. Manlove discussed with the Board legislation that is expected this session including:

- Special Elections in New Castle County
- Central Count Absentee System
- Time Change for School Referenda
- Housekeeping Bill – nomination, voter registration, absentee voting

12. Mrs. Manlove discussed the FY2006 Budget. We are waiting for the Governor's Recommended Budget to be released. Our JFC Hearing is February 17 at 11:30 a.m.

13. Mr. Sterling moved the meeting be adjourned. Mr. Lanouette seconded the motion. Passed unanimously.

**Next Meeting: March 1, 2005**

Respectfully submitted,

Robin Rodgers  
Elections Office Manager

# FINANCIAL REPORT

FY 2005 Expenditures

Department of Elections for New Castle County

1/11/05

CATEGORY	SPENT	ENCUMBERED	AVAILABLE	BUDGETED	% SPENT
1 PERSONNEL	\$424,018	\$0	\$424,182	\$848,200	50%
2 TRAVEL	\$1,837	\$0	\$11,263	\$13,100	14%
3 CONTRACTUAL	\$91,868	\$72,000	\$36,032	\$199,900	46%
4 ENERGY	\$3,616	\$0	\$10,484	\$14,100	26%
5 SUPPLIES	\$2,590	\$0	\$7,110	\$9,700	27%
6 MOBILE REGISTRATION	\$3,134	\$0	\$366	\$3,500	90%
7 FY 2005 ELECTIONS	\$148,655	\$136	\$209	\$149,000	100%
8 FY 2005 SCHOOL ELECTIONS	\$0	\$0	\$58,850	\$58,850	0%
9 SPECIAL ELECTION	\$0	\$0	\$0	\$0	0%
10 FEDERAL REIMBURSEMENT	\$798,431	\$0	\$176,569	\$975,000	0%
11 FY 2004 MOBILE REGISTRATION	\$189	\$0	\$439	\$628	30%
12 FY 2003 ELECTIONS	\$174,849	\$0	\$24	\$174,873	100%
13 FY 2004 PRES PRIMARY	\$232,166	\$4,613	\$75,639	\$312,418	74%
14 FY 2004 SCHOOL ELECTIONS	\$16,170	\$500	\$7,321	\$23,991	67%
15 REAPPORTIONMENT	\$0	\$0	\$51,994	\$51,994	0%
16 CAPITAL PURCHASE	\$3,828	\$0	\$0	\$3,828	100%
17 VOTING MACHINE TRAINING	\$0	\$0	\$110	\$110	0%
GRAND TOTAL	\$1,102,731	\$77,249	\$683,584	\$1,863,564	59%

## ***DEPARTMENT ACTIVITIES***

1/11/05

### ***BOARD REMOVALS AND CORRECTIONS***

*Department of Elections for New Castle County*

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- ***REMOVAL PROGRAMS***

- ***Moved from State: 154 (D - 52, R - 56, Other - 46)***
- ***Address Verification: 0 (D - 0, R - 0, Other - 0)***
- ***COE Verification: 676 (D - 247, R - 266, Other - 163)***
- ***Personal Requests: 3 (D - 0, R - 2, Other - 1)***

- ***BIRTH DATE CHANGES: 12***

## **DEPARTMENT ACTIVITIES**

1/11/05

*Department of Elections for New Castle County*

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- **REGISTERED VOTERS**

- **Nov 2004: 362,408**
- **Dec 2004: 362,543**
- **Jan 2005: 362,454**

- **DECEASED – REMOVED FROM ROLLS.**

- **Nov 2004: 213 (D - 107, R - 68, Other - 38)**

- **PROCESSING & FILING.**

- **Lots of UPDATE transactions to process (+/- 1,000).**
- **Lots of “deads” to file (+/- 6,000).**
  - **Staff has filed over 6,600 deads since December 8, 2004. Note: Each employee files 25 deads each day that they are present for duty.**

## ***DEPARTMENT ACTIVITIES***

1/11/05

*FY 2005 Elections*

*Department of Elections for New Castle County*

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- **Feb ?? – DE Correctional Officers Association**
- **Mar 7 – Town of Middletown Election**
- **Apr ?? – UAW**
- **Apr 4 – Town of Odessa Election**
- **Apr 4 – Delaware City Election**
- **Apr 9 – City of New Castle Election**
- **Apr 12 – City of Newark Election**
- **Apr 30 – Elsmere Town Election**
- **May 7 – Town of Townsend Election**
- **May 10 – School Board Elections**

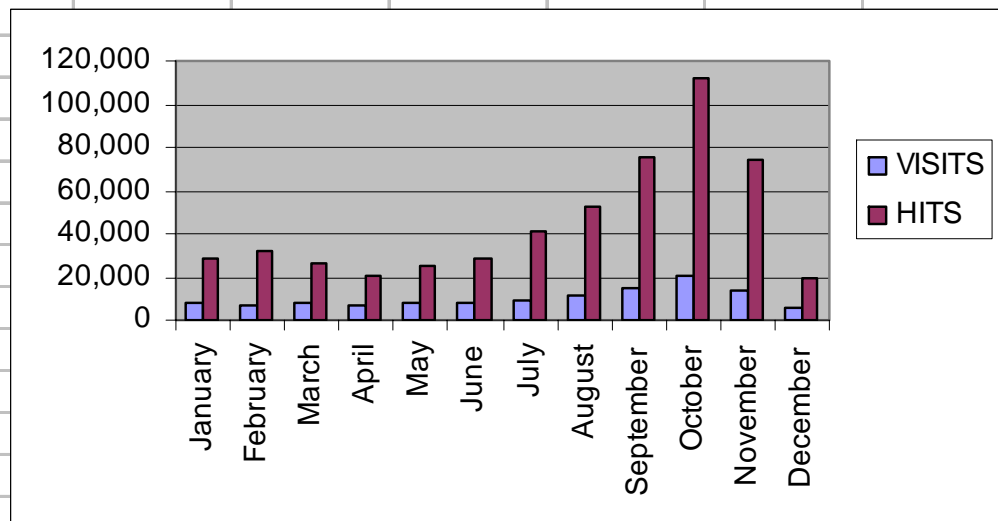
## DEPARTMENT ACTIVITIES

1/11/05

### WEB Site Activity

### Department of Elections for New Castle County

<u>MONTH</u>	<u>VISITS</u>	<u>HITS</u>
January	7,588	29,016
February	7,238	31,907
March	7,430	26,507
April	6,338	21,094
May	7,456	25,024
June	8,020	28,031
July	9,202	41,555
August	11,083	52,462
September	14,419	75,852
October	20,344	111,803
November	13,330	74,416
December	5,361	19,033



## ***DEPARTMENT ACTIVITIES***

1/11/05

*Voting Machines*

*Department of Elections for New Castle County*

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- ***BALLOT PREPARATION SOFTWARE.***
  - Upgrade pending.
- ***FIRMWARE.***
  - Upgrade pending.
- ***HARDWARE.***
  - Upper shocks need attention.
  - Power problems during Primary and earlier.
    - Power Supply Board upgrade will correct.
  - Upgrade pending.



## ***DEPARTMENT ACTIVITIES***

1/11/05

*Redistricting*

*Department of Elections for New Castle County*

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- **On-going maintenance.**

## ***DEPARTMENT ACTIVITIES***

1/11/05

*Help America Vote Act of 2002*

*Department of Elections for New Castle County*

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- **Preparing State's response to EAC Survey on military and overseas voters.**
- **Mr. Sholl is participating in the Election Center's 2004 Election Task Force. Second meeting is mid to late February.**
- **Fels Institute (UPenn) conference in April.**
- **Awaiting certification of the upgrade to our voting machine.**

## ***DEPARTMENT ACTIVITIES***

1/11/05

### ***2004 GENERAL ELECTION***

*Department of Elections for New Castle County*

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- **UPDATE RECORDS**

- **Have reviewed through 25<sup>th</sup> Rep District.**
- **2,081 records entered into Partial Registration**
  - 855 completely processed
  - 312 duplicates
  - 17 voids
  - 897 to be processed
- **Expect about 1,000 more records to be entered.**

## ***DEPARTMENT ACTIVITIES***

1/11/05

### ***2004 GENERAL ELECTION***

*Department of Elections for New Castle County*

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- **ISSUES – keep reporting so we don't lose focus.**
  - **Department's Telephone System.**
  - **Voter ID requirements.**
  - **Voter confusion over Polling Places.**
  - **Counting Absentee Ballots at Polling Places.**
  - **Districting errors.**
  - **Need more voting machines.**
  - **Too many court orders.**
  - **More robust funding for General and Primary Elections.**

## ***DEPARTMENT ACTIVITIES***

***2004 GENERAL ELECTION***

***Department of Elections for New Castle County***

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1/11/05

- **Issues – cont'd**

- **Automatic Recount – standards and process.**
- **Polling Place signage.**
- **Polling Place management.**
- **Laptops with Voter Registration and Polling Place lookup capabilities. Voter check in also?**
- **Polling place cards mailed before each General Election.**
- **Training – how we do it, etc.**
- **Operating Procedures.**
- **Accessible Polling Places.**
- **Data collection for surveys.**

## ***DEPARTMENT ACTIVITIES***

1/11/05

### ***2005 LEGISLATION***

#### ***Department of Elections for New Castle County***

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- **Bill to provide for special elections when a vacancy occurs in County Council.**
  - Elaine and I reviewed it and provided comments to Rep. Lavelle.
- **Expect a bill to permit a Central count absentee system.**
- **Expect a bill to change time for school district referendums.**
- **Expect a bill to fix some election issues – nominations, voter registration, absentee voting, etc.**

## **OLD BUSINESS**

1/11/05

*Department of Elections for New Castle County*

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- **FY 2006 Budget**
  - **Waiting for Governor's Recommended Budget**
  - **JFC Hearing – Feb 17, 2005 at 11:30 a.m.**
- **School Board Election Polling Places**
  - **Defer until February meeting.**
- **Charges for election services.**
  - **Defer until February meeting.**

## ***NEW BUSINESS***

1/11/05

*Department of Elections for New Castle County*

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- **None.**